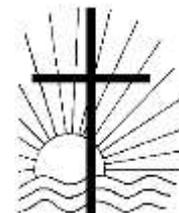


# St John's United Reformed Church

1 COWPER STREET, IPSWICH, IP4 5JD

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## DATA PRIVACY NOTICE

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

### 2. The Data Controller

The eldership (serving elders) of St John's United Reformed Church Ipswich (St John's) is what is known as the 'data controller' of the personal data you provide to us. This means that it decides how your personal data is processed and for what purposes. Contact details for us are provided at the end of this document.

### 3. How do we process your personal data?

The eldership of St John's complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- to administer our records of church members, adherents and friends;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide pastoral support to members and others connected with St John's;
- to inform you of news, events, activities and services within St John's or the wider church and to enable your participation in those events and activities;
- to fundraise and promote the interests of the church;
- to manage safeguarding of children, young people and adults at risk;
- to manage any employees or volunteers;
- to maintain records including minutes of meetings;
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities (e.g. DBS signatories) to the Synod office and Church House;
- in the case of CCTV recordings, to prevent or detect crime, and to help create a safer environment for our members and visitors.

### 4. What is the legal basis for processing your personal data?

Processing of your personal data meets one of the following legal bases:

- Processing is carried out in the course of its legitimate activities by a not-for-profit body with a religious aim (St John's), provided that (a) the processing relates only to members or

former members, or to people who have regular contact with St John's in connection with its purposes, and (b) there is no disclosure to a third party without consent;

- The data subject has given his/her explicit consent;
- Processing is necessary in relation to a contract with the data subject;
- Processing is necessary because of a legal obligation (other than a contract) that applies to St John's;
- Processing is necessary for our legitimate interests (provided that this does not prejudice the rights and freedoms or legitimate interests of the data subject);
- Processing is necessary to protect the vital interests of the data subject, e.g. if the data subject's personal data needed to be shared with a third party to save the individual's life or to protect them from serious harm.

## **5. Sharing personal data**

Your personal data will be treated as strictly confidential and, for most of the purposes in Section 3, will only be shared with other members of St John's to carry out a service to church members (or people who have regular contact with the church in connection with its purposes).

We will only share your personal data with third parties (i.e. people outside St John's) in the limited circumstances where we have a legal or contractual obligation to do so, or it is in your vital interests, or where we have obtained your consent.

## **6. How long do we keep personal data?**

We keep personal data according to GDPR principles. The length of time personal data is kept depends on what type of data it is.

"Statutory" data is held as legally required, e.g. Gift Aid declarations and paperwork is kept for 6 years after the tax year to which it relates; Marriage Registers are kept as required by the Registrar General.

"Ongoing" data is held for as long as is required for its purpose, e.g. members' details are held for as long as an individual remains a member of St John's; duty rotas cover the current and the forthcoming year.

"Shorter-term" data, e.g. data relating to an event, such as a church outing, for which additional information is gathered, is kept only as long as needed for that activity.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which St John's holds about you (a Subject Access Request);
- The right to request that St John's corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for St John's to retain such data;
- The right to withdraw your consent to the processing of your personal data at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data (where applicable);
- The right to lodge a complaint with the Information Commissioner's Office.

## **8. Changes to our Privacy Notice**

Any changes we may make to our privacy notice in the future will be posted on our website and on our internal notice board. We will let you know, e.g. through our newsletter (Advance), about any updates or changes to this privacy notice.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please, in the first instance, contact the Church Secretary at St John's United Reformed Church, 1 Cowper Street, Ipswich IP4 5JD or email [secretary@stjohnsurcipswich.org.uk](mailto:secretary@stjohnsurcipswich.org.uk) .

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Elders  
St John's United Reformed Church, Ipswich

1 November 2018